

POSITION SUMMARY:

Under the direct supervision of the budget and policy supervisor and in support of senior-level budget staff in the Bureau of Financial Management (BFM), this position will develop, analyze, coordinate, present on and document Department of Administration (DOA) and supported agency operating and biennial budgets and legislation. The candidate will provide budget support for all stages of the biennial and operating budget processes and for various budget operational and development purposes, such as for agency, supported agency, and divisional recurring operating budget status meetings, biennial budget development briefings, and technical budget trainings. This position will be responsible for analyzing complex financial, operational and legislative information, including analyses of: the budget impact of personnel acquisitions, expenditure authority trends, and fiscal impacts of proposed legislation. The position will be responsible for running and developing queries in the State of Wisconsin Oracle Peoplesoft computer system to review, analyze and visualize DOA and supported agency financial and human capital management information.

This position will assist in the development of all biennial budget documentation and worksheets and will load all biennial budget content into the budget system; research budget and statutory language authority questions and non-compliance; conduct follow-up with accounting and budget staff; and respond to technical, financial or budgetary questions.

The position is responsible for supporting all senior level BFM budget staff and their assignments, including all programs contained within the DOA and the other supported agencies, boards, and commissions.

DESCRIBE THE GOALS AND WORKER ACTIVITIES OF THIS POSITION:**Time% Goals and Worker Activities**

50% A. Assist in the preparation of the Department's budget submission to the Governor. Coordinate with senior BFM staff to review and monitor annual operating budgets for assigned program operations under the DOA.

- A1. Assists in the preparation of base budget data for operating divisions and subordinate program revenue operations, as well as attached bodies.
- A2. Assists in the preparation of agency program and appropriation structure changes as required by the State Budget Office. Analyzes the fiscal impact of such changes on agency operations.
- A3. Organizes and participates in conducting intra-agency budget planning sessions and discussions and in the development and dissemination of supporting documentation for those meetings.
- A4. Provides technical assistance as requested by the supervisor in preparing suitable justification for biennial budget requests.
- A5. Runs and develops Peoplesoft queries to extract, analyze and present budget information for intra-agency and support agency budget status meetings, budget development, budget issue inquiries and Agency briefings.
- A6. In cooperation with senior-level budget staff, analyzes budget requests for technical accuracy and compliance with budget policy guidelines and department

program objectives. Prepares written analysis for review by the budget and policy supervisor and senior level budget staff.

A7. Develops, coordinates and coalesces biennial budget documentation for intra-agency and supported agencies.

A8. Continuously monitors and evaluates the financial and program performance of all agency program revenue operations, as well as the fiscal health of attached organizations. Reports findings and evaluations to senior level BFM staff.

30% B. Assists in organizational, policy, fiscal and management studies as directed.

B1. Assists in the resolution of fiscal, technical, budgetary, program and administrative issues.

B2. Prepares written and oral reports for the budget and policy supervisor regarding the results of studies. Outlines timetables for schedules to implement study recommendations and decisions, particularly when other agencies or the public are affected.

B3. Monitors the results and progress of study implementation plans and apprises management.

B4. Reviews agency programs or functions to evaluate statutory compliance, compliance with legislative intent and general program effectiveness.

20% C. Monitors the executive budget process and supports BFM efforts to implement budget and policy for assigned agency operations.

C1. Prepares monthly financial summaries for DOA, and the other agencies, boards, and commissions. Evaluates the fiscal condition of operations and conducts monthly briefings for the budget and policy supervisor and senior-level BFM staff. Conducts independent follow-up to clarify fiscal or operational issues. Suggests alternative course of action when appropriate.

C2. Prepares and organizes request to staff information and analyzes the budget implications of Agency position hires for weekly position review meetings.

C3. Monitors modifications made to the agency budget request by the Governor and the Legislature; evaluates and assists in the preparation of summations of any changes and their respective fiscal, staffing and operational impact.

C4. Assists in the preparation of responses to requests for information by legislative offices (Legislative Fiscal Bureau, Legislative Council, etc.) and conducts further issue analysis, as guided by the budget and policy supervisor.

Knowledge, Skills and Abilities:

Knowledge of:

1. Professional budgeting and accounting principles.
2. Wisconsin statutes and administrative rules
3. Research and analysis principles and techniques
4. Public administration and policy and procedure development

Skill in:

5. Written and oral communications
6. Developing and presenting technical and financial reports
7. Use of a technical computer system, including to develop and run queries and searches to extract and analyze data and financial information
8. Use of Microsoft Office Suite, including but not limited to the use of excel to efficiently organize, extract, analyze, and visualize financial data

Ability to:

9. Perform complex fiscal and legislative analysis
10. Problem-solve in an efficient and logical manner
11. Plan, prioritize, and complete multiple tasks in a timely manner
12. Establish and maintain effective working relationships with staff both internal and external to the organization